

STATE EMERGENCY RESPONSE COMMISSION INFORMATION & TECHNOLOGY COMMITTEE

Meeting Minutes

August 14, 2019
Delaware State Fire School

Attendees

	Voting Members
	David Irwin – Chair
	Bob Pritchett – DNREC/EPCRA
	Vinnie Miller – DSFS
	Mollee Dworkin – DHSS
	Willie Patrick – Wilmington LEPC
	Chip Stevenson – Sussex LEPC
	Brandon Olenik – Kent LEPC
	Bill McCracken – New Castle LEPC
	Non-Voting Members
	Christie Ray – DNREC/EPCRA
	Bill Davis – DNREC/EPCRA

1. ***Call to order*** - The meeting was called to order at 10:05 a.m. by Chair David Irwin, who confirmed that a quorum was present, that a notice had been posted on the State's Public Meeting Calendar one week prior, and that the agenda had been posted on two of the buildings entrances.
2. ***Approval of Agenda*** –
 - A motion was made and approved to add the review of the annual EPCRA advertisement to New Business.
 - A motion was made to accept the proposed agenda for the day's meeting, and it was unanimously approved.
3. ***Approval of minutes from previous meeting (3/6/19)*** - a motion was made to accept the *Draft Meeting Minutes* of March 3rd, 2019, and it was unanimously approved.
4. **Topics**
 - a) **Website address status - timing for printing new outreach material**

After discussion it was determined that the web address listed on the outreach materials could be a more general version of the new DNREC "alpha" format. It was further determined that current stocks were adequate, and that any new / additional printing would be after January 1st, 2020.
 - b) **Calculation of Tier II Vulnerability Zones – Who's responsible?**

It was reiterated that facilities subject to EPA's Risk Management Plan (RMP) and Delaware's Accidental Release Prevention (ARP) are responsible for establishing vulnerability zones, and that these zones are included in the RMP/ARP facility plans. It was determined that the 1-mile default vulnerability zone within *TierIIManager*TM would be left as is for now. The discussion was broadened, to address whether or not the various functions of the Planning/Response module, such as vulnerability zones and subsequent identification of sensitive populations, should be retained. Especially given they are not utilized. It was decided that those capabilities

should remain for now, and the question concerning utility of those system functionalities be presented for discussion at an upcoming SERC Planning & Training Committee meeting.

c) Review and usage of Tier II Jurisdictional User accounts

B. Davis presented 2019 *TierIIManager*TM login data. It was shown that some software license rolls are over-subscribed (creating access and editing limitations), and which accounts were not used. It was determined that LEPCs could review the data to remove obsolete accounts, and that DNREC would ask the software vendor about re-aligning the license role allotments, as well potentially request a quote for expanding the number of Program User accounts (statewide) to 150. It was also discussed that DNREC EPCRA would send a mass e-mail to system users (excluding Submit Users), notifying them to login to keep their account active, or their account would be deleted. The draft e-mail will be circulated to the Committee members for review before being sent.

d) Status of outreach and training to Fire Departments/Companies on use of T2M

The LEPCs discussed their outreach & training initiatives with fire companies. V. Miller offered to develop an electronic training module that could supplement LEPC efforts; a soft-target date of 6 months for a draft module was established.

e) Re-distribution of current SERC/LEPC web pages

It was reiterated that LEPCs would assume managing their own websites, and the prior DNREC web content was discussed. It was determined that LEPCs would have until January 2nd, 2020 to copy any content from the previous DNREC web pages before that content was permanently removed. (This will include DEMA taking over the SERC portions, but no DEMA rep was present.)

f) Status of SERC IT “Living Document”

B. Pritchett discussed the scope of the document, and it was determined that the SERC IT committee would meet quarterly to address specifics of the plan, section by section, until it was completed.

5. New Business – Annual EPCRA Advertisement

The EPA-required annual EPCRA public notice regarding the SERC & LEPCs was discussed. It was noted that minor changes are needed to the New Castle County LEPC contact. The ads are anticipated to be run in the News Journal and Delaware State News on September 8th and 11th.

6. Adjournment – The meeting was adjourned at about 12:00 p.m.